

Business and Finance Technology
CURRICULUM

INFORMATION TECHNOLOGY III
(Elective Course)

Supports Academic Learning Expectation # 3

Students and Graduates of Ledyard High School will employ problem-solving skills effectively

Approved by the Instructional Council
May 19, 2008

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 1 (State Standard #1)	
Define their information needs and identify effective courses of action to conduct research and solve problems	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<i>Students will know how to:</i>	<i>Students will be able to:</i>
1.1 Clearly state the scope and criteria for a given task and demonstrate the ability to communicate them to others	a. Create electronic projects using such software applications as Excel, Access and Desktop Publishing that successfully meet specific criteria given in a classroom assignment rubric
1.2 Identify and assess existing knowledge related to a given task and articulate information needs to information providers or peers	a. Self assess their proficiency levels and skills in such software applications as Excel, Access, Web Page Design, Outlook, and Desktop Publishing b. Develop a plan of action to improve them
1.3 Develop essential questions related to a topic and formulate a research hypothesis related to the topic	a. Complete a research project based on a rubric that includes the development of essential questions and a research hypothesis
1.4 Search print, non-print and digital resources within and outside the school	a. Research topics using print and digital resources for assigned topics
1.5 Determine a course of action that demonstrates the selection of appropriate strategies and resources for accomplishing a task	a. Demonstrate the ability to combine information from software applications such as Excel and Access to accomplish a task

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 2 (State Standard #2)	
Understand and demonstrate a command of information skills and strategies to locate and effectively use print and non-print resources to solve problems and conduct research	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<i>Students will know how to:</i>	<i>Students will be able to:</i>
2.1 Apply principles of information systems organization to a variety of print and non-print resources	<ul style="list-style-type: none"> a. Continue to organize work in their network folder b. Organize their printed work in a reference notebook including the commands and documents for Advanced Excel, Access, Web Page Design, Outlook and Desktop Publishing
2.2 Routinely and efficiently use online information resources to meet the needs for research, publications, and communications	<ul style="list-style-type: none"> a. Utilize online information as one of the resources to assist in the creation of advanced electronic documents such as brochures, spreadsheets and/or databases
2.3 Access specific information from print and non-print resources by using internal organizers such as indexes and cross-references	<ul style="list-style-type: none"> a. Continue to demonstrate proficiency in using hyperlinks and importing and exporting data between applications when referencing information
2.4 Plan and design methods to collect reliable data for particular purposes and audiences, using advanced reference materials, indexes, dictionaries and abstracts	<ul style="list-style-type: none"> a. Apply their self developed website evaluation tool to assess the accuracy of information b. Research several sources of data, compare and contrast the information from the various sources and select and justify their choice
2.5 Determine the best tool for locating information and use key word descriptors and Boolean logic to perform advanced on-line and CD-ROM searches such as field searches	<ul style="list-style-type: none"> a. Locate online information by using advanced research tool(s) including Boolean Logic

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 2 (State Standard #2) - Continued	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>2.7 Demonstrate the ability to solve problems by collecting, analyzing and interpreting data through the use of data management software (database, spreadsheets, etc.)</p> <p>2.8 Select and use an appropriate search engine or directory related to a specific task</p> <p>2.9 Identify key words for searching information sources</p>	<p><i>Students will be able to:</i></p> <p>a. Use Excel and Access to collect, organize and analyze data when solving specific classroom assignments</p> <p>a. Determine the needed information and choose from a wide variety of search engines and directories required to complete an assignment</p> <p>a. Define a search for information using the appropriate key words with delimiters to complete a specific classroom assignment</p>

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 3 (State Standard #3)

Apply information from a variety of sources and formats using evaluative criteria to interpret, analyze, organize and synthesize both print and non-print material

LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>3.1 Develop and use personal and established criteria for selecting materials of appropriate breadth and depth of detail, format, illustrations, special features, level, content, purpose and intended audience</p> <p>3.2 Demonstrate ability to identify and compare sources of information and apply multiple evaluative criteria, including purpose, point of view, biases and stereotypes, accuracy, continuity and currency</p> <p>3.3 Organize, analyze and synthesize information to draw meaningful conclusions through written, oral, numeric and visual communications</p>	<p><i>Students will be able to:</i></p> <p>a. Select the appropriate application such as Excel or Desktop Publisher using a specific classroom assignment rubric when creating a document and/or presentation</p> <p>b. Identify and use the most appropriate format such as a chart, table, brochure or flyer for the assignment</p> <p>c. Demonstrate an understanding of audience awareness and involvement by applying the specific classroom assignment rubric</p> <p>a. Use class developed criteria to evaluate websites comparing their purpose, point of view, biases and accuracy</p> <p>b. Select websites to gain information for creating web pages</p> <p>a. Produce electronic documents in Excel and/or Desktop Publisher</p> <p>b. Evaluate the effectiveness of the electronic document based on classroom developed criteria</p>

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 4 (State Standard #4)	
Use appropriate information and technology to create written, visual, oral and multimedia products to communicate ideas, information or conclusions to others	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>4.1 Use in depth applications of appropriate software and hardware to organize, analyze and interpret information</p> <p>4.2 Determine appropriate technology(s) and format(s) to clearly present information gathered from a variety of print and non-print resources, for a variety of audiences</p>	<p><i>Students will be able to:</i></p> <p>a. Produce electronic documents using Excel, Desktop Publisher, Outlook and Front page</p> <p>b. Demonstrate proficiency in using computer hardware such as cameras, scanners and digital recording devices</p> <p>c. Problem solve computer software issues using the appropriate “trouble shooting” techniques such as refreshing internet connections and shutting down applications</p> <p>a. Produce appropriately formatted electronic documents for peers and/or teachers by selecting and using Excel, Desktop Publisher and Front Page to present information gathered from print and non-print resources</p>

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 5 (State Standard #5)	
Operate and use computers and other technologies as tools for productivity, problem solving and learning across the content areas	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<i>Students will know how to:</i>	<i>Students will be able to:</i>
5.2 Use content-specific tools and software	<ul style="list-style-type: none"> a. Use Excel, Desktop Publisher, Outlook and Front Page to complete class assignments b. Use appropriate Window's tools to trouble shoot hardware/software issues on personal computers c. Increase keyboarding proficiency by continued practice
5.3 Maintain proficiency in keyboarding	<ul style="list-style-type: none"> a. Continue to demonstrate proficiency in touch keyboarding skills based on classroom level rubrics that include posture, speed and accuracy
5.4 Produce a variety of products using the advanced features of personal productivity software	<ul style="list-style-type: none"> a. Communicate effectively using Excel to produce tables and charts b. Communicate effectively using Desktop Publisher to produce document such as brochures, flyers and advertisements

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 5 (State Standard #5 - Continued)	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>5.5 Using telecommunications collaborate with peers, experts and others to research, compile, synthesize, produce and disseminate information or creative works</p> <p>5.6 Identify and apply strategies for solving hardware and software problems outside the school environment</p> <p>5.7 Demonstrate the ability to identify, assess and adapt to new technology tools and resources</p> <p>5.8 Analyze the educational, social and ethical issues related to the increased reliance on computers and other technologies</p>	<p><i>Students will be able to:</i></p> <p>a. Use classroom technologies such as scanners, digital video cameras, and document camera reader to produce individual and group electronic projects</p> <p>a. Apply appropriate tools to trouble shoot hardware/software issues outside the school environment</p> <p>b. Share and discuss with peers problems encountered and strategies employed in solving hardware and software problems</p> <p>a. Identify emerging technology tools and resources</p> <p>b. Research, compare and contrast identified technology tools and resources</p> <p>c. Share information with peers on identified technology tools and resources</p> <p>a. Justify their own reliance on computers and other technologies as related to the basic educational, social, and ethical issues</p>

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 6 (State Standard #6)	
Demonstrate the responsible, legal and ethical use of information resources, computers and other technologies	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>6.1 Observe local, state and national laws and policies and procedures regarding the use of print and non-print information resources, computers, other technologies and networks</p>	<p><i>Students will be able to:</i></p> <ul style="list-style-type: none"> a. Abide by state and national laws that apply to copyrighted material b. Abide by applicable district policies regarding print and non-print information resources, computers, other technologies and networks

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 7 (State Standard #7)</p> <p>Assess the effectiveness of their information and technology choices for problem-solving and communication</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>7.2 Assess whether their products meet established standards for process, product and presentation.</p>	<p><i>Students will be able to:</i></p> <p>a. Compare their own work with peer’s work that demonstrates the criteria for process, product and/or presentation</p>

STUDENT LEARNING OBJECTIVES
Information Technology III

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 8 (State Standard # 3 – Business and Finance Technology)</p> <p>Gain a developmental understanding of their own skills, strengths, and weaknesses and recognize the ever-evolving requirements of the workplace and the relationship of lifelong learning to career success</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>8.1 Assess personal strengths and weaknesses as they relate to career exploration development leading to lifelong learning</p> <p>8.3 Apply the concepts of work ethics, workplace relationships, workplace diversity and workplace communication skills to career development</p>	<p><i>Students will be able to:</i></p> <p>a. Create a resume using their personal information</p> <p>b. Simulate applying for a job using their created resume and revise their resume based on feedback received during the process</p> <p>a. Model the practices of good work ethics, team work, and workplace communication skills</p>